

**MICHIGAN VETERANS' MEMORIAL PARK AND VIETNAM MONUMENT
PUBLIC EVENT SCHEDULING FORM
PLEASE PROVIDE THE FOLLOWING INFORMATION**

Name of Event: _____ Expected Number in Attendance: _____

Brief Description of Event: _____

Name of Sponsoring Organization: _____

Organization web address: _____

Contact Person: _____

Street Address: _____

City, State and Zip: _____

Telephone Number: _____ Fax Number: _____ E-mail address: _____

Name of Back-Up Person: _____

Street Address: _____

City, State and Zip: _____

Telephone Number: _____ Fax Number: _____ E-mail address: _____

Event Date:	_____ Month / Day / Year	_____ Start Time	_____ End Time
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FOOD AND BEVERAGES

Will food or beverages be served? _____

If **yes**, please give details on what will be served _____

Is a licensed caterer providing the food? _____ Yes _____ No Setup time? _____ (a.m. or p.m.)

If **yes**, please list name and phone number of caterer.

Caterer Name: _____ Telephone Number: _____

Is a copy of the food license enclosed? _____ Yes _____ No

If **no**, when do you plan to submit a copy of the license to the Facility Director? _____

CANDLES

Are you planning on using candles during your event? _____ Yes _____ No

If yes, please be aware that if wax is dropped on sidewalks and steps, you will be charged for the removal.

CANCELLATION

Will you cancel your event in case of rain or inclement weather? _____ Yes _____ No

TENTS AND EQUIPMENT

Do you desire to erect any tents, canopies, or shelters? _____ Yes _____ No

Remember: All canopies and shelters must be freestanding.

If **yes**, please list number, type, size, and description. _____

Please list name and telephone number of the company supplying the tent.

Company Name: _____ Telephone Number: _____

Do you desire to erect any equipment or props? _____ Yes _____ No

If **yes**, please list and give description. _____

I acknowledge that as sponsor of this event:

I have read, understood, and will abide by the procedures governing the use and conduct on State Property.

The sponsor is responsible for damages incurred as a result of the event.

The sponsor will either restore or pay to have restored the area used for the event.

The sponsor will indemnify and hold harmless the State of Michigan for damage or loss to the State arising out of the sponsor using the Michigan Veterans' Memorial Park and Vietnam Monument.

Signature of Sponsor _____ Date _____

Name (Printed or Typed) _____

Address and Phone Number
(if different from Contact Person) _____

Michigan Veterans' Memorial Park Commission
DMB
Tenant & Land Services
Michigan Library & Historical Center
702 W. Kalamazoo St.
Lansing, MI 48915
Attn: Facility Manager
Phone: (517) 373-4454